



## **JOB DESCRIPTION**

Title: **DEPUTY RECORDER/BUYER**  
Department: Administration Services/Recorder  
Class Code: 1905  
FLSA Status: Exempt  
Effective Date: November 1, 1987 (Rev. 07/2008)  
Grade Number: 23

### **GENERAL PURPOSE**

Under the broad supervision and direction of the City Recorder/ Purchasing Agent purchases a variety of materials, supplies, services and equipment for various city departments. Has signature authority on purchase orders up to \$10,000.

### **EXAMPLE OF DUTIES**

- \*-- Acts as the City Recorder in her or his absence.
- \*-- Aids in the administration of department budgets, assists in preparing recommendations for the City Council and Mayor and implementing approved policies.
- \*-- Receives requisitions from departments and reviews them to insure that proper purchasing policies and procedures are followed.
- \*-- Locates sources of supply and prepares bid specifications, with input from the departments, and other documents for supplies, materials, services and equipment.
- \*-- Conducts formal public bid openings and attends pre-bid conferences to assist requesting departments, architects, engineers and/or bidders with purchasing issues.
- \*-- Evaluates bids, sources of supply and goods in terms of cost, service, quality and suitability; negotiates terms with vendors; decides on supplier and orders materials. Stays informed on new products and market condition.
- \*-- Provides on-going consultation, assistance and training to city department managers and employees concerning purchasing policies and procedures.
- \*-- Establishes and maintains an electronic purchasing system; queries reports for purchase order status and resolves processing and receiving problems with appropriate department.

- \*-- Analyzes commodity code queries and recommends cost-saving strategies.
- \*-- Assists in developing and implementing new purchasing techniques and systems or in modifying existing methods and procedures.
- \*-- Answers questions from the public relating to records, purchasing, business licenses and other department matters.
- \*-- Establish and maintain a computerized tracking system for contract administration. Standardizes city-wide contracts, determines if bonds are required and offers clause options with assistance of the City Attorney.
- \*-- Able to deal with the public under stressful circumstances in a fair, calm and understanding way and obtain positive results.
- \*-- Provides back up support in business license and Recorder's Office.
- \*-- Maintain active membership in national and local associations to keep current on trends and innovations and to develop professionally.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a college or university with a bachelor's degree in business administration, public administration, accounting, finance or any related field and three (3) years of experience related to purchasing, preferably with government agency, or any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the goals and objectives of the Recorder's Department.
- General knowledge of Federal, State and Local Laws pertaining to Purchasing, records, licensing, contract administration and facilities.
- Working knowledge of purchasing and requisitioning methods, practices and procedures; working knowledge of inventory control practices and procedures; working knowledge of contract administration, some knowledge of records, licensing, and facilities; some knowledge of basic accounting procedures; working knowledge of data and word processing systems.
- Ability to compare received materials and equipment and supplies with prescribed specifications; ability to prepare routine and moderately complex specifications.

- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, department heads, and the public.
- Ability to direct the work of others.
- Ability to deal with vendors in a business-like manner fostering ethical and equitable standards.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets and database software; 10-key calculator; phone; copy machine; fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to walk; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\* Essential functions of the job.